

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 01
COUNTY AND MUNICIPAL GOVERNMENTS
VOTER REGISTRATION AND ELECTION RECORDS

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: Conley L. Edwards, State Archivist

EFFECTIVE SCHEDULE DATE: March 24, 2008

PAGE 1 OF 12 PAGES

CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 1

COUNTY AND MUNICIPAL GOVERNMENTS

VOTER REGISTRATION AND ELECTION RECORDS

EFFECTIVE SCHEDULE DATE March 24, 2008

PAGE 2 OF 12 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Absentee Ballot Applications</u></p> <p>This series documents registered voters who may vote by absentee ballot in any election in which they are qualified to vote. <i>Code of Virginia</i> § 24.2-701</p>	006046	Retain 2 years after election then destroy in compliance with No. 8 on schedule cover page.
<p><u>Absentee Ballot List</u></p> <p>This series documents a Virginia Voter Registration System (VVRS) computer generated listing of all absentee voters. Includes received date, applicant reason, ballot issued, vote received, name and VA address, ballot returned, marked and absentee voter list. <i>Code of Virginia</i> §§ 24.2-700 et. seq.</p>	006047	Retain 2 years after election then destroy in compliance with No. 8 on schedule cover page.
<p><u>Abstracts</u></p> <p>This series documents the summary by Electoral Board of the official results. Includes total number of voters, write-in certification, total votes for each candidate/issue.</p>	006048	Retain permanently in locality, or may be transferred to the Archives, Library of Virginia for permanent retention.
<p><u>Administrative Management Records - Registrar</u></p> <p>This series documents reference and management reports. Includes policies, reference materials, management assessments, and reports.</p>	006049	Retain 5 years or until superseded, obsolete, or rescinded then destroy.
<p><u>Affirmation of Eligibility (Oath of Voter Forms) (SBE Form 649)</u></p> <p>This series documents a registrant's affirmation of the following; citizenship, at least eighteen years of age, resident of the Commonwealth of Virginia, not disqualified from voting. SBE Form 649. <i>Code of Virginia</i> § 24.2-1016</p>	006050	Retain 2 years after receipt then destroy in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 1

COUNTY AND MUNICIPAL GOVERNMENTS

VOTER REGISTRATION AND ELECTION RECORDS

EFFECTIVE SCHEDULE DATE March 24, 2008

PAGE 3 OF 12 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Alpha Roster</u></p> <p>This series documents a computer generated listing of all of the currently registered voters within a locality and is printed for each election.</p>	006051	Retain current and the last preceding election then destroy in compliance with No. 8 on schedule cover page.
<p><u>Ballots - Counted (Federal)</u></p> <p>This series documents ballots used for federal elections. Official ballots shall be white paper or mark sense. <i>Code of Virginia</i> § 24.2-669</p>	006052	Retain 2 years after election then destroy. <i>Code of Virginia</i> §24.2-669
<p><u>Ballots - Counted (Other)</u></p> <p>This series documents ballots used for state, general, special and primary elections. Official ballots shall be white paper or mark sense. <i>Code of Virginia</i> § 24.2-669</p>	006053	Retain 1 year after election then destroy. <i>Code of Virginia</i> §24.2-669
<p><u>Ballots - Unused</u></p> <p>This series documents unused ballots for federal, state, general, special, and primary elections. <i>Code of Virginia</i> § 24.2-669</p>	006054	Retain until time has expired for initiating a recount, contest, or other proceeding then destroy. <i>Code of Virginia</i> §24.2-669
<p><u>Candidate Campaign Committee Contributions and Expenditures (SBE 914.4)</u></p> <p>This series documents scheduled financial reports filed by candidates for their election campaign listing their contributions and expenditure transactions on the report's Schedules A through I for each period covered within that specified report. Reports are filed by a candidate until their Final Report is filed for their campaign. <i>Code of Virginia</i> §24.2-926</p>	006055	Retain 1 year after the final report is filed with the State Board of Elections (SBE) or through the next general election for which they pertain, whichever is later, then destroy. <i>Code of Virginia</i> §24.2-946.2B



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 1

COUNTY AND MUNICIPAL GOVERNMENTS

VOTER REGISTRATION AND ELECTION RECORDS

EFFECTIVE SCHEDULE DATE March 24, 2008

PAGE 4 OF 12 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Candidate Petitions</u></p> <p>This series documents the completed Commonwealth of Virginia Petition of Qualified Voters form. This provides documentation to appear on the ballot. Includes the Declaration of Candidacy and verified signatures.</p>	006056	Retain 2 years after election then destroy in compliance with No. 8 on schedule cover page.
<p><u>Candidate Qualification Forms</u></p> <p>This series documents the candidate's qualifications to insure that they meet all requirements.</p>	006057	Retain 4 years after election then destroy in compliance with No. 8 on schedule cover page.
<p><u>Candidate Statement of Economic Interests</u></p> <p>This series documents the reporting by candidates of their economic interests and relationships which may have the potential to create conflicts of interest. These forms contain the name and address of the candidate, the economic interests of the individual and his (or her) immediate family; and the entities to which services were furnished or compensation received in excess of (\$1,000) for the year.</p>	006058	Retain 5 years after filed with State Board of Elections then destroy in compliance with No. 8 on schedule cover page.
<p><u>Certificate of Mailing</u></p> <p>This series documents the mailing of absentee ballots. Includes the postal receipt for mailing issued by the U.S. Postal Service.</p>	006059	Retain 2 years after election then destroy in compliance with No. 8 on schedule cover page.
<p><u>Change of Address Forms DMV - Not Found</u></p> <p>This series documents forms completed with a Department of Motor Vehicles application (motor-voter) returned by U.S. Postal Service. <i>Code of Virginia</i> § 24.2-411.1</p>	006060	Destroy upon receipt in compliance with No 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 1

COUNTY AND MUNICIPAL GOVERNMENTS

VOTER REGISTRATION AND ELECTION RECORDS

EFFECTIVE SCHEDULE DATE March 24, 2008

PAGE 5 OF 12 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Change of Address Notifications (NCOA)</u> This series documents a listing of current addresses, required for two federal elections. Created by commercial vendor, purged roster is posted in the County/City Court House.	006061	Retain 2 years after receipt then destroy in compliance with No. 8 on schedule cover page.
<u>Confirmation Cards</u> This series documents a three part form mailed to voter. Allows General Registrar to verify a voter's correct address.	006062	Retain 2 years after mailed then destroy in compliance with No. 8 on schedule cover page.
<u>Confirmation Lists (Public)</u> This series documents mailing of confirmation card to applicant. This list is for public dissemination and does not contain the registrant's social security number.	006063	Retain 2 years after mailed then destroy.
<u>Confirmation Notices Returned By USPS</u> This series documents forms returned by U.S. Postal Service.	006064	Retain 2 years after return then destroy in compliance with No. 8 on schedule cover page.
<u>Damaged Applications (Voter Registration Applications)</u> This series documents forms returned by U.S. Postal Service due to damage during handling.	006065	Destroy upon receipt in compliance with No 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Declaration of Candidacy Forms</u> This series documents those candidates eligible for the designated election or primary. These are co-located with the candidates' petition records.	006066	Retain 2 years after election then destroy in compliance with No. 8 on schedule cover page.
<u>Error & Valid Reports - All Categories</u> This series documents the errors and valid reports created by the Virginia Voter Registration System (VVRs).	006067	Retain until issuance of next alpha roster then destroy in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 1

COUNTY AND MUNICIPAL GOVERNMENTS

VOTER REGISTRATION AND ELECTION RECORDS

EFFECTIVE SCHEDULE DATE March 24, 2008

PAGE 6 OF 12 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Felony Notification Letters</u></p> <p>This series documents correspondence between General Registrar and applicants. Includes State Police and Circuit Court documentation.</p>	006068	Retain 4 years from issuance of letter then destroy in compliance with No. 8 on schedule cover page.
<p><u>List of Those Who Voted (LTWV) Pre 1970</u></p> <p>This series documents a list of those who voted by locality and precinct. Includes name, residence address, zip code, gender, and registration date. These records have significant historical value.</p>	006069	Retain permanently in locality, or may be transferred to the Archives, Library of Virginia for permanent retention.
<p><u>List of Those Who Voted (LTWV) Post 1969</u></p> <p>This series documents SBE Form VR0223, a list of those who voted by locality and precinct. Includes name, residence address, zip code, gender, and registration date.</p>	006070	Retain 2 years after election then destroy in compliance with No. 8 on schedule cover page.
<p><u>Locality Precinct Statistics</u></p> <p>This series documents a statistical compilation of voters per voting precincts within the locality.</p>	006071	Retain 2 years after receipt then destroy in compliance with No. 8 on schedule cover page.
<p><u>Monthly Transaction Summary</u></p> <p>This series documents daily transactions received by State Board of Elections through their automated Virginia Voter Registration System (VVRs).</p>	006072	Retain 2 years after receipt then destroy in compliance with No. 8 on schedule cover page.
<p><u>Officer of Election Oath</u></p> <p>This series documents Officer of Election oath to include, oath of officer delegated to administer oath to other officers, oaths of all other Officers of Election. <i>Code of Virginia</i> §24.2-611.</p>	006073	Retain 2 years from date administered then destroy.

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 1
COUNTY AND MUNICIPAL GOVERNMENTS
VOTER REGISTRATION AND ELECTION RECORDS**

EFFECTIVE SCHEDULE DATE March 24, 2008

PAGE 7 OF 12 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Pollbook Count Sheets (PBCS)</u> This series documents independent verification of qualified voters who have voted in this election at this polling place.	006074	Retain 2 years after election then destroy in compliance with No. 8 on schedule cover page.
<u>Pollbook (SBE Form 611)</u> This series documents Commonwealth of Virginia, State Board of Elections Pollbook. Includes run date, locality, precinct, election date, code, description, and registrants' districts for House of Representatives, State Senate, and House of Delegates. <i>Code of Virginia</i> § 24.2-668	006075	Retain 2 years after election then destroy in compliance with No. 8 on schedule cover page. <i>Code of Virginia</i> §24.2-668.
<u>Precinct Maps</u> This series documents the maps used to define the voting precincts within a city/county.	006076	Retain in locality 15 years then transfer to the Archives, Library of Virginia for permanent retention.
<u>Precinct Redistricting Materials</u> This series documents census data and changes to electoral districts due to the census data. Includes new voter information, voting precinct maps, geographical representation of district.	006077	Retain 10 years after census then transfer to Archives, Library of Virginia for permanent retention.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 1

COUNTY AND MUNICIPAL GOVERNMENTS

VOTER REGISTRATION AND ELECTION RECORDS

EFFECTIVE SCHEDULE DATE March 24, 2008

PAGE 8 OF 12 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Precinct Roster (Registered Voters' List/RVL) Federal Election</u></p> <p>This series documents the official listing of all currently registered voters in the precinct for a particular election and is used to record on it the voting record of all voters who vote in the election. Includes run date, locality, precinct, election date, code, description, line, vote received, name, birthdate, residence address and registrants' primary districts for House of Representatives, State Senate, and House of Delegates. The List of Those Who Voted is produced from this document. <i>Code of Virginia</i> § 24.2-114.9</p>	006078	Retain 2 years after election then destroy in compliance with No. 8 on schedule cover page. <i>Code of Virginia</i> §24.2-114.9
<p><u>Precinct Roster (Registered Voters' List/RVL) State Election</u></p> <p>This series documents the official listing of all currently registered voters in the precinct for a particular election and is used to record on it the voting record of all voters who vote in the election. Includes run date, locality, precinct, election date, code, description, line, vote received, name, birthdate, residence address and registrants' primary districts for House of Representatives, State Senate, and House of Delegates. The List of Those Who Voted is produced from this document. <i>Code of Virginia</i> § 24.2-114.9</p>	006079	Retain 1 year after election then destroy in compliance with No. 8 on schedule cover page. <i>Code of Virginia</i> §24.2-114.9
<p><u>Precinct Roster - Final Page</u></p> <p>This series documents last page of precinct roster. Contains aggregate data for each precinct.</p>	006080	Retain 2 years after issue then destroy in compliance with No. 8 on schedule cover page.
<p><u>Recap Report</u></p> <p>This series documents daily report activity from VVRS.</p>	006081	Retain until receipt of VVRS Monthly Report then destroy in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 1

COUNTY AND MUNICIPAL GOVERNMENTS

VOTER REGISTRATION AND ELECTION RECORDS

EFFECTIVE SCHEDULE DATE March 24, 2008

PAGE 9 OF 12 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Receipt for Ballots (Officers of Election)(SBE Form 120)</u> This series documents Commonwealth of Virginia, Receipt for Ballots. This is a controlled form. Includes certification that the seals of the packages of Official Ballots (paper) are intact and that no tampering with them appears to have occurred.	006082	Retain 2 months past recount period then destroy.
<u>Registration Statistic Report</u> This series documents monthly report that tracks trends in precinct movement.	006083	Retain 2 years after issued then destroy in compliance with No. 8 on schedule cover page.
<u>Reports on Death</u> This series documents reports forwarded from the Department of Vital Statistics.	006084	Retain 4 years after receipt of report then destroy in compliance with No. 8 on schedule cover page.
<u>Reports on Felons</u> This series documents reports forwarded from the Virginia State Police and Circuit Court Clerk for that jurisdiction.	006085	Retain 4 years after receipt of report then destroy in compliance with No. 8 on schedule cover page.
<u>Reports on Mental Incompetence</u> This series documents reports forwarded from the Department of Mental Health, Mental Retardation and Substance Abuse, and Circuit Court Clerk stating that a registrant is not authorized to vote in the Commonwealth of Virginia.	006086	Retain 4 years after receipt of report then destroy in compliance with No. 8 on schedule cover page.
<u>Response Notice of Appointment Officer of Election</u> This series documents oath of appointed Officer of Election. Acknowledges receipt of offered reappointment.	006087	Retain 2 years after appointment then destroy in compliance with No. 8 on schedule cover page.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 1

COUNTY AND MUNICIPAL GOVERNMENTS

VOTER REGISTRATION AND ELECTION RECORDS

EFFECTIVE SCHEDULE DATE March 24, 2008

PAGE 10 OF 12 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Restoration Certificate</u></p> <p>This series documents restoration certificates signed by the Governor of the Commonwealth restoring the registrant's right to vote in all elections.</p>	006088	Retain 25 years after certificate issued then destroy in compliance with No. 8 on schedule cover page.
<p><u>Roster Registration Date Exception Report</u></p> <p>This series documents those who voted by locality and precinct. Includes name, residence address, zip code, gender, and registration date.</p>	006089	Retain 2 years after receipt of report then destroy in compliance with No. 8 on schedule cover page.
<p><u>Statement of Results</u></p> <p>This series documents ballots, absentee ballots, pollbook count, verification checklist, explanation of discrepancy, certification of results and write in certification. This series documents first hand reporting of poll activities. Unusual situations and circumstances are noted in the explanation of discrepancy.</p>	006090	Retain 2 years after election then destroy in compliance with No. 8 on schedule cover page.
<p><u>Street File Activity Report</u></p> <p>This series documents street file listing for locality. Includes street name, street type, low number, high number, zip, precinct, Congressional, State Senate and House of Delegates districts.</p>	006091	Retain until next street file is received from State Board of Elections then destroy.
<p><u>Tally Sheets</u></p> <p>This series documents Central Absentee Precinct (CAP) reference documents for paper ballots. Central absentee precinct is the only precinct to use these tally sheets. CAP is an operational precinct.</p>	006092	Retain 2 years after election then destroy.



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 1

COUNTY AND MUNICIPAL GOVERNMENTS

VOTER REGISTRATION AND ELECTION RECORDS

EFFECTIVE SCHEDULE DATE March 24, 2008

PAGE 11 OF 12 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>United States Department of Justice Correspondence</u> This series documents correspondence from the U.S. Department of Justice regarding their obligation to pass along submissions of voting laws under 42 U.S.C. 1973, Section 5.	006093	Retain 15 years after receipt then transfer to Archives, Library of Virginia for permanent retention.
<u>Voter Registration Applications- Active</u> This series documents the Virginia Voter Registration Application signed by the registrant. To include "motor-voter," by mail, and counter applications.	006094	Retain in locality while active, then transfer to record series 006095, then destroy in compliance with No. 8 on schedule cover page.
<u>Voter Registration Applications - Deleted</u> This series documents the deleted Virginia Voter Registration Application signed by the registrant. To include voters who have transferred out of geographic area, re-registered in another locality, or who have died.	006095	Retain 4 years after deleted then destroy in compliance with No. 8 on schedule cover page.
<u>Voter Registration Applications - Incomplete</u> This series documents applications that are incomplete. They do not possess the required entries to be processed.	006096	Destroy upon receipt in compliance with No 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Voter Registration Applications - Returned by the USPS (SBE 13)</u> This series documents forms returned by U.S. Postal Service. <i>Code of Virginia</i> § 24.2-416.4	006097	Retain 2 years after return date then destroy in compliance with No. 8 on schedule cover page.
<u>Voter Registration Applications - Under Age</u> This series documents cards received from registrants who are not 18 years of age, nor will be 18 years of age on or before the date of the next general election.	006098	Destroy upon receipt in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 1
COUNTY AND MUNICIPAL GOVERNMENTS
VOTER REGISTRATION AND ELECTION RECORDS**

EFFECTIVE SCHEDULE DATE March 24, 2008

PAGE 12 OF 12 PAGES

RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Virginia Voter Registration System (VVRS) - Database

006099

Retain as long as administratively necessary then destroy.

This series documents daily transactions and monthly reports created through the VVRS database. *Code of Virginia* § 24.2-404